



**City of South Salt Lake's Special Events Permit Application**  
**Instructions, Processing & Insurance Requirements**

**INSTRUCTIONS AND PROCESSING REQUIREMENTS**

**Applications must be submitted no later than 14 days before the event set up date** to allow adequate time for various City Departments and outside agencies to review the details of the permit request and make their recommendations. **Applications aren't considered ready for review until all items are clearly marked and both a map and event description are included.**

**A Detailed Site Map must be included with the application before the review process begins.** The site map should clearly include: proposed road closures, barricade plan, merchant booths, food vendors, portable toilets, tables, tents, fencing, stages, and any other activities or special requests. **Site maps for parades must include information regarding the number and type of floats and other entries, locations of advance staging and disbanding areas.** *Be aware that if you are faxing a map, many elements may not be visible.*

**A Commercial General Liability Insurance Policy** is required to hold an event within the City of South Salt Lake (see attached Insurance Requirement Instructions following the application). **Although you may receive your event permit, the permit itself is invalid if the Insurance Certificate is not received (7) days before the set up date of the event.**

**A Park Reservation is required when requesting to use a City of South Salt Lake Park** to hold a Special Event. Please contact Parks and Recreation to make that reservation.

**COST RECOVERY ELEMENTS-** Be aware that you may be responsible for paying for city services beyond "basic city services". A permit will not be issued until the cost of the estimate has been paid or security posted.

**The City recommends that you do not print** brochures, packets, maps, advertisements, etc., or circulate promotional information until you have City approval of your event. The City will not be responsible for those printed materials, promotional information, etc. if dates, sites, and/or other requested services are denied, amended, or changed during the permit process.

**The City follows the Salt Lake Valley Health Department noise ordinance.** This can be found at <http://www.slvhealth.org/envRegs/reg21CommunNoisePolluCtl.html>. Please refer to this for sound guidelines for your event. A copy is on file in the Recorder's Office for your reference.

**If your event will last more than 2 hours and will be attended by more than 500 people, you must obtain a Temporary Mass Gathering Permit.** This is obtained through the Salt Lake Valley Health Department. A form is on file in the Recorder's Office for your convenience.



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**INSURANCE INSTRUCTIONS & REQUIREMENTS**

The applicant for a special event permit must possess or obtain special event commercial general liability insurance. The policy must protect South Salt Lake City, the applicant, and anyone directly or indirectly employed by either of them. The insurance must provide coverage for premises operations, acts of independent contractors, and completed operations during the event time period. The event time period includes the dates of the set-up, scheduled event, take down, and clean-up operations. The coverage must be indicated on the certificate of insurance as "Special Event" coverage in the "Description of Operations" or the insurance company must supply the City with the original insurance policy evidencing the "Special Event" coverage.

Evidence of the required insurance must be provided to South Salt Lake City no less than (7) days before the event set up date. The event permit will be canceled if the City does not receive such evidence by that deadline. It is the applicant's responsibility to see that their insurance company/agent receives the proper insurance instructions and forwards the proper evidence of insurance to the City by the deadline.

**INSURANCE REQUIREMENTS:**

- 1. Minimum coverage of \$1,000,000 per occurrence with a \$2,000,000 general aggregate.**
- 2. The insurance must be issued by an insurance company licensed to do business in the state of Utah and either: (a) currently rated A- or better by A.M. Best Company; or (b) listed in the United States Treasury Department's current Listing of Approved Sureties (Department Circular 570), as amended.**
- 3. The policy or endorsement must name as an additional insured the applicant, South Salt Lake City and its officers, employees, and agents, and as required, any other public entity involved in the event. The date and title of the event must be clearly stated.**
- 4. If any work for the event is subcontracted to a separate company, the applicant must require the subcontractor to provide special event commercial general liability insurance with the City as an additional insured, in the required minimum amounts.**
- 5. The certificate and policy must provide that coverage shall not be canceled or modified without providing 14 days prior written notice to the City in a manner approved by the City Attorney.**

FOR OFFICE USE ONLY

APPROVAL	<input type="checkbox"/> Community Development	<input type="checkbox"/> Fire	<input type="checkbox"/> Legal	<input type="checkbox"/> Police
<input type="checkbox"/> Recreation	<input type="checkbox"/> Engineering	<input type="checkbox"/> Recorder	<input type="checkbox"/> Public Assets	<input type="checkbox"/> Building
<input type="checkbox"/> Bus. License				

South Salt Lake Special Events  
 Recorder's Office, Flr. 2  
 220 East Morris Ave. #200  
 South Salt Lake, UT 84115

## Special Event Permit Application City of South Salt Lake



Phone: 801-483-6027  
 Fax #: 801-464-6770  
 cburton@southsaltlakecity.com

**Event Title:**

Location:

*(Please reserve City facilities including Central Park, Columbus Center, Fitts Park and Lions Park with SSL Parks & Rec: 801-412-3217)*

<b>Event</b>	<b>Date(s):</b>	<b>Start Time:</b>	<b>End Time:</b>
Set-up	Date(s):	Start Time:	End Time:
<b>Number of Participants Expected:</b>		<b>Number of Volunteers/Event Staff:</b>	
Type of Activity <i>(check all that apply):</i>		<input type="checkbox"/> Block Party	<input type="checkbox"/> Concert
<input type="checkbox"/> Filming	<input type="checkbox"/> March	<input type="checkbox"/> Parade	<input type="checkbox"/> Protest
		<input type="checkbox"/> Demonstration	<input type="checkbox"/> Festival
		<input type="checkbox"/> Rally	<input type="checkbox"/> Walk/Run

Other:

**Applicants Name:**

**Organization:**

**Mailing Address:**

**City, State, Zip:**

**Day Phone:**

**Cell/Other:**

**E-mail**

**Fax:**

**Alternate Contact:**

**Phone Number:**

**Event Web Address:**

**Set-Up:**

<input type="checkbox"/> Vendors / Merchants Phone Numbers:	SSL Business Licenses, 801-483-6063 Utah St. Tax comm., 801-297-6303
<input type="checkbox"/> Vendors giving away products/services	<input type="checkbox"/> Vendors selling products / food
<input type="checkbox"/> Food	SL Valley Health Dept., 801-313-6620 <i>See attached form.</i>
<input type="checkbox"/> Catered by Restaurants/Vendors	<input type="checkbox"/> Given Away <input type="checkbox"/> Prepared on Site
<input type="checkbox"/> Music	Type: <input type="checkbox"/> Acoustic <input type="checkbox"/> Amplified      SL Valley Health

Outdoor  Indoor

Dept., 801-313-6620

- PA/Audio System Type:
- Fencing/Scaffolding *(please include details on site map)*
- Electrical Requirements *(check availability and potential costs with location)*
- Portable Sanitary Units SL Valley Health Dept., 801-313-6629
- Garbage Cans/Collection/Recycling *(must obtain privately)*
- Temporary Stage Dimensions: *(please include details on site map)*
- Propane/gas or Liquid Used or Stored SSL Fire Marshal, 801-483-6012
- Tents/Pop-up Canopies Number:  
Dimensions: *The City does not have any available to rent.*
- Temporary Structures Number: SSL Fire Marshal, 801-483-6012  
Dimensions:

**Road Use and Security:**

SSL Public Works Dept., 801-412-3210

- Road Closure Location: *(traffic plan required, see separate included page)*
- Barricades *(must obtain privately)*
- Sidewalk Usage Location: *(please include details on site map)*
- UDOT Road / Use Permit UDOT, 801-887-8763 *(State St., 700 East, 3300 South, etc.)*
- Off Duty Police Officers for Additional Security SSLPD, 801-412-3606
- Private Security Hired Company Name: Number of Personnel:

**Races:**

- Competitive Walk/Run
- Walk: Non-Competitive  Will stay on sidewalks and follow pedestrian laws
- Monitors: provided by you for race How Many?:

**Miscellaneous:**

- Open to the Public  Private Group / Party
- Admission Charged? How Much?:
- Alcoholic Beverages *Alcohol Permits are a separate process.* Utah DABC, 801-997-6800  
SSL Recorder's Office, 801-483-6028
- Animals Number: What Kind:
- Prize Drawing? Y N Provide Details: SSLPD, 801-412-3606
- Fireworks / Fire Performances / Open Flame SSL Fire Marshal, 801-483-6012
- Motion Pictures / Videos  Public Showing
- Other:

My signature verifies that I have completed this application to the best of my knowledge and I am aware that I am responsible for paying for city services beyond "basic city services: (if applicable to my event)

Print Applicant's Name

Applicant's Signature

Date

**Applications must be submitted at least ten (10) days before any advertising for the event. The city recorder will notify the applicant of approval or disapproval within seven (7) calendar days. Events which require special accommodations, such as pyrotechnics or substantial use of city resources, may require additional time for review.**

# EVENT DESCRIPTION

Please describe your event in detail and any additional information or pages

*Please be sure to include any elements of your event that will help our review committee*

# DETAILED SITE MAP / Traffic Plan

PLEASE INCLUDE OR ATTACH A DETAILED SITE PLAN AND/OR ROUTE MAP. COMPUTER OR HAND-DRAWN SITE PLANS ARE APPROPRIATE. CALL ED RUFENER AT PUBLIC WORKS WITH QUESTIONS: 801-412-3210. *Be aware that if you are faxing a map, many elements may not be visible.* Your map should include:

- The names of streets, placement of barricades, and/or road closures
- The areas where participants and vendors/merchants will park
- Parade forming and disbanding areas, bleacher, etc.
- Vendor and booth placement

# Mass Gathering Permit/SLVHD

IF YOUR GATHERING LASTS MORE THAN 2 HOURS AND WILL BE ATTENDED BY MORE THAN 500 PEOPLE, YOU MUST OBTAIN A TEMPORARY MASS GATHERING PERMIT. *Please see attached form.*